



California Department of Consumer Affairs

www.dca.ca.gov

The Department of Consumer Affairs provides equal employment opportunities to all regardless of age, race, sex (Gender), ancestry, color, religion, disability, national origin, marital status, political affiliation or opinion, sexual orientation or pregnancy.

It is an objective of the State of California to achieve a drug-free work place. The use of illegal drugs is against state and federal laws, rules governing civil service and violates the special trust placed in public servants. Applicants for state employment are expected to be drug-free.

SUPERVISING AIR QUALITY ENGINEER, DEPARTMENT OF CONSUMER AFFAIRS

OPEN – STATEWIDE, EXAMINATION

Salary Range: \$7096 - \$8626

EXAMINATION TYPE

This is an open statewide exam for the Department of Consumer Affairs. Applications will not be accepted on a promotional basis.

HOW TO APPLY

Please submit an application (STD 678) to the address indicated below. **DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.**

NOTE: All applications must include: "to" and "from" dates (month/day/year); time base; and civil service class titles. **Applications received without this information will be rejected.** Resumes will not be accepted in lieu of a completed State Application, Form STD 678.

NOTE: The Department of Consumer Affairs' Selection Services Unit and/or the State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if there are any changes in circumstances surrounding the original examination plan.

WHERE TO APPLY

MAIL TO:

Department of Consumer Affairs
Attn: Selection Services (Rae Powers)
P.O. Box 980428
West Sacramento, CA 95798-0428

HAND DELIVER TO:

Department of Consumer Affairs
Attn: Selection Services (Rae Powers)
1625 N. Market Blvd., Suite N 321
Sacramento, CA 95834

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark "yes" on Question #2 on the Examination and/or Employment Application. The Selection Services Unit will contact you to make special testing arrangements. Telecommunication Device for the Deaf (TDD) number is (916) 322-1700 or 1 (800) 735-2929.

FINAL FILING DATE

JULY 10, 2007

Applications must be **POSTMARKED** no later than the final filing date. Applications postmarked, personally delivered or received via interagency mail after the final filing date will not be accepted for any reason.

QUALIFICATIONS APPRAISAL PANEL

It is anticipated that the Qualifications Appraisal Panel Interviews will be scheduled during the months of **AUGUST/SEPT 2007**.

REQUIRED IDENTIFICATION

Accepted applicants will be required to bring either a photo identification card or two forms of signed identification to the examination.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application. Your signature on your application indicates that you have read, understood, and posses the basic qualifications required.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "**Either**" I, "**or**" II, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

SEE REVERSE FOR ADDITIONAL INFORMATION

**MINIMUM
QUALIFICATIONS****Either I**

Two years of experience in the California state service performing the duties of a Senior Air Quality Engineer, Department of Consumer Affairs.

Or II

Five years of experience in air quality control monitoring, regulation, research and development, air quality and emissions data collection and analysis; and two years of experience in a full supervisory capacity (1) directing technical staff involved in the development, implementation, or statistical analysis of the vehicle emissions inspection program or enhancements to the program and/or in the evaluation and development of advanced emissions diagnostic and repair processes; or (2) directing recognized technical experts, developing complex studies in air quality control or a closely related field.

(Possession of a Bachelor's Degree in Environmental Sciences, Physics, Chemistry, Mathematics, Engineering, or a closely related field may be substituted for two years of experience; possession of a Master's Degree or Doctoral Degree in the same fields may be substituted for three years of experience. Education experience may not be substituted for the required supervisory experience.)

**DEFINITION OF
TERMS**

The words "**performing the duties of**" means that the applicant must have the amount of experience in State civil service in the class or have served in a T&D in the class specified.

**POSITION
DESCRIPTION AND
LOCATION**

This is the full supervisory and managerial level in the series. Incumbents plan, organize, and direct highly complex air quality engineering, motor vehicle pollution control programs or investigative studies into the nature and causes of air pollution. Incumbents have responsibility over an area that is critical to the Department's mission, vision, and goals. Incumbents supervise a variety of professional and technical staff including subordinate Senior Air Quality Engineers; and do other related work.

Positions are located statewide.

**EXAMINATION
INFORMATION**

This examination will consist of a oral interview weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. ***Competitors who do not appear for the interview will be disqualified.***

QUALIFICATIONS APPRAISAL - WEIGHTED 100%

NOTE: To assist candidates in preparing for this examination, the exam scope is as follows:

Knowledge of:

1. Provisions of the Automotive Repair Act and the Vehicle Inspection and Maintenance Program.
2. Industry standards for diagnosis and repair of automobiles.
3. Tools, equipment, and methods used in the repair, adjustment, and servicing of automobiles and automotive pollution control systems.
4. Maintenance and calibration of test equipment.
5. Use and operation of automotive emissions measuring devices, and methods of testing safety-related automotive equipment such as engine cooling systems fluid systems, and brake systems in conformance with the California Vehicle Code.
6. Engineering, physics, chemistry, mathematics, and computer science, as related to air quality.
7. Research methods.
8. Methods of statistical analysis.
9. Methods of measuring automotive emissions.
10. Laws and regulations applicable to motor vehicle emission control.
11. research techniques, including the planning of studies and investigations, determining of variables, and developing of reference materials.
12. Research reporting techniques.
13. Techniques and procedures for evaluating research results.
14. Mathematics, computer programming, and applications.
15. Department of Consumer Affairs, Air Resources Board, and Environmental Protection Agency policies and programs.
16. Principles of program management and personnel administration.
17. Manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

SEE NEXT PAGE FOR ADDITIONAL INFORMATION

**EXAMINATION
INFORMATION
(CONTINUED)****Ability to:**

1. Collect mobile source emission data.
2. Analyze data and reach sound conclusions.
3. Apply scientific methods and principles.
4. Analyze situations and take effective action.
5. Work cooperatively with others.
6. Prepare clear, complete, and technically accurate reports.
7. Communicate effectively.
8. Prepare project plans.
9. Design studies.
10. Develop techniques for handling a large variety of detailed data and analyze these data.
11. Communicate the results and implications of studies to nonspecialists.
12. Do unusual and difficult research and analytical work.
13. Plan, organize, and direct the work of others.
14. Interpret policies and develop proposals for policies and procedures.
15. Effectively promote equal opportunity in employment and maintain a work environment that is free of harassment and discrimination.

**ELIGIBLE LIST
INFORMATION**

An Open Statewide eligible list will be established for the Department of Consumer Affairs. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrants a change.

**VETERAN
PREFERENCE**

Veterans preference credit will be added to the final score of all competitors in this examination who qualify for, and who have requested these points and who are successful in the examination

CAREER CREDITS

Career credits **will not be** granted in this examination.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Consumer Affairs' Selection Services Unit at **(916) 574-8353** three weeks after the final file date if a progress note is not received.

If the notice of exam fails to reach the competitor prior to the interview date due to a verified postal error, the competitor may be rescheduled upon written request.

Applications are available the State Personnel Board office, local Employment Development Department offices, the Department noted on the front of this bulletin and at www.spb.ca.gov.

If you meet the requirements to participate in this examination, you will be scheduled to participate in a competitive test in which your performance is compared with other competitors in the exam. All competitors who pass will be ranked according to their scores. Meeting the entry requirements does not assure success in the exam or placement on the employment list.

The Department of Consumer Affairs reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: Test locations are determined by the number of candidates and are limited or extended as conditions warrant. Ordinarily exams are scheduled in Sacramento, San Francisco, Los Angeles, or the spot(s) location(s) listed on the front of the bulletin.

Employment lists: Employment lists are established by competitive examination and are used in the following order, regardless of list date: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, and 6) open. The oldest dated list will be used first. All lists will expire in one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others. Competitors must be in a state of health consistent with the ability to perform the essential functions of the duties assigned to the class. A medical examination may be required. In open examinations, investigation of employment records, personal history, and fingerprinting may be required.

Veterans Preference: California law limits the granting of veterans preference credits to entrance examinations. When credit is granted it is as follows: 10 points for veterans, widows or widowers of veterans and spouses of 100%-disabled veterans; and 15 points for disabled veterans. Directions for applying for veterans preference is on the Veterans Preference Application form that is available from State Personnel Board offices or written test proctors.

SEE NEXT PAGE FOR ADDITIONAL INFORMATION